



Albamarle Ballet  
THEATRE

## 2022 – 2023 Handbook & Policies

November 12, 2022 Revision

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## Registration

Once you complete online registration and enroll in a class you are automatically enrolled in monthly auto-pay unless you have sent notice to [Anna@abtdance.org](mailto:Anna@abtdance.org) of another preferred form of payment. If you decide not to continue after the first class, please let us know right away.

All students will pay a non-refundable registration fee of \$25 per student for the school year. A separate registration fee is charged for the Summer Program. All registration fees are waived for multi-student families; please note that your account will be credited within one billing cycle.

Current ABT students will be offered early enrollment at the start of a new school year or the Summer Program. Once registration is opened to the public all classes are first-come first-served. If you miss early enrollment and a class is full, you will be waitlisted. All waitlisted returning ABT students will be prioritized. New students should contact [Anna@abtdance.org](mailto:Anna@abtdance.org) regarding level placement.

All students, except for Creative Movement and Exploring Ballet, will automatically be enrolled in the Spring semester unless we receive notice via email. Fees for the January billing cycle will be charged on December 15<sup>th</sup>.

Registration for Creative Movement is for 6 or 8-week sessions and tuition is non-refundable once the session has started.

Registration for all other classes is for the school year August 2022 – May 2023. Classes dropped after December 15, 2022, will carry a drop-out fee. Please see the Drop-out and Make-up sections below for more details.

Spring registration will be closed after February 15<sup>th</sup>.

## Payments and Billing

All tuition is billed monthly, excluding classes that run by sessions and Summer Camps which are billed in full at the time of enrollment. If you would like to pay in full, cash, or check, please email [Anna@abtdance.org](mailto:Anna@abtdance.org). Tuition will be posted on the 1st of the month and cards on file will be charged on the 15th for the following month's tuition.

ABT requires a credit or debit card to be kept on file at the time of registration. All payment information is completely secure through *SafeSave Payments*. If an alternative form of payment is preferred but we have not received it by the 15th of the month, your card on file will automatically be charged. Any declined forms of payments will carry a

fee of \$25.00. Late payments will carry a fee of \$25 for accounts past due; each month incurs a separate late fee.

ABT accepts: Cash, Checks, Bank Draft, Visa, American Express, and MasterCard. If you choose to pay by Bank Draft, please ensure you have sufficient funds in your account! If the payment is returned due to insufficient funds, you will be charged a fee from SafeSave, your bank, and ABT. When making a payment by cash or check, please include the Dancer's first and last name in the memo of your check. Write checks to Albemarle Ballet Theatre and drop off or mail to: *P.O. Box 805, Crozet, VA 22932.*

## Tuition

*Monthly Tuition Rates	
30 Minute Class	\$68
45 Minute Class	\$74
1 Hour Class	\$76
1.25 Hour Class	\$81
1.50 Hour Class	\$87

### Creative Movement Tuition

6-Week Session: \$105

8-Week Session: \$136

### Theater Tuition (includes all performances fees except for tickets)

Session 1: September 1, 2022 – March 25, 2023  
\$112/month

Session 2: March 30 – May 6, 2023  
\$200

### Social Dance Tuition

Single Class Rate: \$22

## Covid Protocols

An updated Health and Safety plan will be released in August 2022. All students will be required to fill out a Health and Safety agreement form before their first class.

## Drop-Out

Please send written notice to [Anna@abtdance.org](mailto:Anna@abtdance.org) if you wish to withdraw from a class. Students who stop coming to class will continue to be billed until they officially withdraw. Written notice must be sent before the 15<sup>th</sup> of the month to avoid being charged for the following month's tuition. All tuition is nonrefundable. Notice cannot be retroactive.

Written notice for all classes (except for Creative Movement and Exploring Ballet) must be given prior to December 15th to avoid a drop-out fee. Any classes dropped after December 15th will be subject to a drop-out fee of \$50 per student for the first class and \$25 for each additional class.

## Level Placement

When placing students we consider age, experience, maturity, physical ability, and attendance. Your teachers carefully consider which level will best suit each student as we believe that proper placement is crucial to the growth, success, and experience of the dancer and their classmates. We consider the entire class dynamic in order to create a balanced environment where the students can thrive. For more information click [here](#).

## Class Sizes

We are a small studio and pride ourselves on offering the highest level of training. We prioritize quality over quantity. Because of this, all classes have limited openings to ensure the best-individualized attention.

ABT has a minimum enrollment policy of 5-students per class and 7-students per camp. If minimum enrollment is not met by the end of the third week of classes, ABT may cancel the class and provide alternative options. A full refund of any unused tuition will be issued if a class is completely canceled.

If 3 or fewer students are present for a class, the class time will be shortened, and parents/guardians will be notified at the start of class.

## Absences & Make-up Classes

Please enter future absences in your Portal. Refunds or credits are not given for missed classes.

Creative Movement, Exploring Ballet, Ballet IA – IB, Modern & Jazz I, Tap I, Tap II/III, Hip Hop I, and Theatre:

Make-ups are not offered for missed classes for these levels, however, if a class is canceled by ABT for reasons outside of inclement weather, a make-up class will be offered.

#### Ballet IIA – Advanced II, Pointe, Modern & Jazz II/III:

Make-up classes may be scheduled in your Portal and should be scheduled for the same type of class that was missed. Please refer to your dancer's skills tab to see eligible make-up class options. All make-up classes must be fulfilled within the same semester, after which the class is forfeited and does not carry over into the following semester. Make-ups are not guaranteed and if you miss a class, you are resuming the risk that a make-up class may not be available based on class size and level.

Make-up classes may be scheduled for a class of the same length or shorter and must adhere to the same billing rate or less. If a shorter class is selected, the remaining time from the original missed class will be forfeited.

## Inclement Weather & School Closings

Should the school be closed due to inclement weather, eligible students (Ballet IIA – Advanced II, Pointe, Modern & Jazz II/III) are welcome to schedule make-up classes in their Portal in another existing class, subject to availability. ABT does not offer refunds for cancelled classes. All make-ups for inclement weather must be used within the same semester.

ABT does not always follow the Albemarle County Public School's decisions on closing for weather-related emergencies. ABT will notify families as soon as possible if the school will close. ABT follows the ACPS Calendar for Thanksgiving, Winter, and Spring Breaks.

## Private Lessons/Coaching

Private lessons can be scheduled with the office and are billed at \$100/hour. ABT also offers duets, trios, quartets, and quintets subject to availability. Email [Info@abtdance.org](mailto:Info@abtdance.org) for pricing and scheduling.

## Drop-off and Pick-up

Creative Movement - Ballet IIB, Tap I, Hip Hop I 7-9: One parent/caregiver should walk their child into the building and drop off and pick up in the waiting area outside the studio. Dancers in these levels will not be allowed to leave the building alone.

All other classes: Students should wait for their ride to arrive before going outside. Students can either wait in the school or downstairs in the indoors lobby and should not wait on the porch after dark.

Students must be picked up at the end of class or rehearsal. If you will be a few minutes late please email [attendance@abtdance.org](mailto:attendance@abtdance.org). **We cannot guarantee that a staff member will be available to supervise your child**, and ABT is not liable for the safety of the students once their class or rehearsal has ended. A \$15 fee will be charged for frequent or excessively late pick-ups.

Students should wear clothing and street shoes over their leotards and tights upon entering and exiting the school.

ABT must have prior notification if someone other than the parent/guardian is picking up the dancer.

## Parking Lot

For prompt drop-off and pick-up please use the designated drop-off zone at the bottom of the stairs. If your dancer is not ready, please pull into a parking spot. To help with traffic flow do not back out of the parking lot onto Crozet Ave.

The ABT parking lot is also shared with the other shops on Three Notched road. Please be mindful that the parking lot is small and can be difficult to find parking and maneuver vehicles. To help cut down on traffic please do not wait in a parking spot during class time if the lot is full.

## Scholarships & Work Study

Scholarships are provided by Studio For The Performing Arts (SFTPA) a 501(c)3 non-profit organization. The goal of SFTPA's scholarship program is to ensure that all qualifying students, regardless of their economic status are given the opportunity to study dance in a professional school. Scholarships are based on financial need. Please note that SFTPA only grants partial scholarships.

ABT offers a Work-Study program, subject to availability. Work-Study may be completed by students aged 14-years and older or family members. Application forms are available [here](#).

## Class Schedule

Monday	Tuesday		Wednesday		Thursday		Friday		Saturday
Studio I	Studio I	Studio 2	Studio I	Studio 2	Studio I	Studio 2	Studio I	Studio 2	Studio I
					3:15 - 3:45 Creative Movement Ages 2-3				
					4:00 - 5:00 Ballet IB Ages 7-9	4:30 - 5:30 Ballet IA Ages 5-6			10:00 - 10:45 Exploring Ballet Ages 3-4
	5:00 - 6:00 Modern & Jazz I Ages 9+	5:15 - 6:15 Tap II/III Ages 12+	4:00 - 5:00 Ballet IA/B Ages 6-8	4:30 - 5:15 Exploring Ballet Ages 3-4	5:15 - 6:45 Advanced II	5:30 - 6:15 Hip Hop I Ages 7-9	4:00 - 5:00 Ballet IIA	4:30 - 5:15 Pre-Pointe & Pointe I	11:00 - 12:00 Boys, Teens, & Adult Ballet
Reserved for rehearsals	6:15 - 7:45 Ballet IV	6:15 - 7:15 Tap I Ages 7-11	5:15 - 6:45 Advanced I	5:20 - 6:20 Ballet IA Ages 5-6	6:45 - 7:45 Pointe III	6:15 - 7:15 Hip Hop I Ages 10+	5:15 - 6:30 Ballet IIB	5:15 - 6:45 Ballet IIIB	12:15 - 1:15 Ballet IA/B Ages 5-8
	7:45 - 9:00 Modern & Jazz II/III	7:30 - 8:30 Solo Social Dance Party 12+	6:45 - 8:15 Ballet IIIA	6:45 - 7:45 Pointe II		7:15 - 8:45 Theatre Ages 11+			

## 2022-2023 Calendar

August 29	Fall semester begins
September 5	Closed for Labor Day
November 21 – 26	Closed for Thanksgiving Break
December 3 - 4	Step Into the Story at ABT Whitebox
December 8 – 10	No classes – school closed for Nutcracker
December 10	Nutcracker at Waynesboro Highschool
December 11 – January 1	Closed for Winter Break
January 2	Spring semester begins
April 3 - 8	Closed for Spring Break
April 27	Last day for 8-Week Session
May 6	Last day of classes for Spring semester
May 8 - 11	Spring Gala tech week
May 12 - 13	Spring Gala at PVCC

### Creative Movement Sessions:

Fall Session 1:	(6-weeks) 9/1/22 – 10/6/22
Fall Session 2:	(6-weeks) 10/13/22 – 11/17/22
Spring Session 1:	(8-weeks) 1/5/23 – 2/23/23
Spring Session 2:	(8-weeks) 3/2/23 – 4/27/23



# Performances

## November 21: Community Outreach Performance for Nutcracker

Crozet Library

1 performance – 4:00 – 4:30pm

Select roles from Ballet IIIA – Advanced invited to perform. Participation is voluntary.

## December 2: Community Outreach Performance for Nutcracker

English Meadows Crozet Campus

1 performance – 3:30 – 4:00pm

Select roles from Ballet IIIA – Advanced invited to perform. Participation is voluntary.

## December 3 & 4: 'Step Into The Story' Nutcracker

The Whitebox Theatre at ABT

December 3: 3:00 - 3:30pm and 5:00 - 5:30pm

December 4: 2:00 - 2:30pm and 4:00 – 4:30pm

Select roles from Ballet IIIA – Advanced invited to perform.

## December 8: The Nutcracker

Waynesboro Highschool Theatre

Waynesboro, VA

2 performances – 2pm and 6pm

Ballet levels IB – Advanced II invited to perform

## May 12 & 13: Spring Gala

The Dickinson Theatre at Piedmont Community College

Charlottesville, VA

1 performance Friday and 2 performances Saturday - times TBA

Classes and levels invited to perform TBA

*1-2 community outreach performances for the Spring Gala may be scheduled. Dates and times TBA. \*Participation is voluntary for select roles from Ballet IIIA – Advanced that are invited to perform.*

Tickets can be found online [here](#). Participation in the performances is voluntary and is not required. In order to participate, students must attend their regular classes with minimal absences in order to maintain technique and stamina during rehearsal periods.

## Rehearsal Absences:

Ballet IB – IIB: 2-allowed absences (includes illness and family events). Excessive absences will be reviewed, and role may be subject to recasting.

Ballet IIIA – Advanced: 2-allowed absences (including illness and family events). If student misses more than 2 rehearsals, role may be re-cast and understudy may be put into the role. Student may not be permitted to perform for excessive absences.



## Performance Fee

A one-time performance fee will apply per-student, per-production. This fee includes all rehearsals, warm-up classes, costumes, and a downloadable video of the performances. This fee does not include tickets which are an additional cost.

- o Ballet IA - IIIB | One roll/dance: \$200
- o Ballet IA - IIIB | Two rolls/dances: \$225
- o Ballet IV - Advanced II | One roll/dance: \$250
- o Ballet IV - Advanced II | Two rolls/dances: \$275

Please note that all productions are presented by Studio For The Performing Arts, a 501(c)3 non-profit organization. These professional, affordable, family-friendly productions would not be possible without the support of the ABT family participation.

We require one parent/guardian of student(s) performing to sign up for parent participation, or if preferred pay a voluntary opt-out fee of \$100 so that we may hire a replacement.

## Class Attire

*Girls' hair should be worn up and in a neat bun or French twist. Dancers with short hair must pin back bangs or wear a headband. Boys' hair should be neat and not fall into the eyes, longer hair should be pulled back in a ponytail. No jewelry other than stud earrings. Please wear clean dance clothes and shoes in good repair.*

### Creative Movement

Attire: Solid colored t-shirt and leggings or shorts, and socks -or- leotard, tights, And ballet slippers. Dancers should be able to move comfortably.

### Exploring Ballet

Girls Attire: Pink leotard, Pink tights, Pink ballet slippers. Skirts may be worn if skirt is sewn into leotard.

Boys Attire: Comfortable black shorts or black tights, fitted white tee-shirt, black ballet slippers.

### Ballet IA-Ballet IV

Girls Attire: Black leotard, Pink tights, Pink ballet slippers.  
Ballet II and higher: Colored waistband (no black)  
Short skirts allowed at the teacher's discretion

Boys Attire: Black tights, fitted white t-shirt without logo or graphics, white socks, black ballet slippers.

## Advanced Ballet

Girls Attire: Leotard color of your choice, Pink tights, Pink ballet slippers, and Colored waistband (no black).

Short skirts allowed at the teacher's discretion

Boys Attire: Black tights, fitted white t-shirt without logo or graphics, white socks, black ballet slippers.

Hair for girls in the following styles should be worn securely pulled back in a ponytail:

## Jazz/Modern/Contemporary

Attire: Black jazz pants, tights, or leggings with a plain athletic shirt or leotard without graphics.

Shoes: Bare feet for modern. Jazz shoes for jazz. Ballet slippers for contemporary.

## Hip-Hop

Attire: Comfortable solid-colored pants and a plain shirt without graphics.  
Clean sneakers that are worn indoors only.

## Tap

Attire: Black jazz pants or leggings with a plain leotard, athletic top, or t-shirt without graphics. Tap shoes.

## Solo Social Dance Party

Attire: Comfortable solid-colored pants and a plain shirt without graphics or Athletic wear.

Shoes: Supportive, comfortable footwear like light weight sneakers are recommended (leather-soled or hard rubber-soled shoes are also suitable but not required) - all shoes must be thoroughly clean and dedicated for studio use only.